

**REPORTING AND
REVIEW PROCESS****Reporting Procedures**

At the end of every 90 day period following submission of the Initial Service Plan, unless required more frequently by law or court order, the Contractor shall complete an Updated Service Plan (USP) containing a reassessment of the child, the status of the attainment of goals and the establishment of new goals as specified in the department's SM.

The Contractor shall complete and retain an Attendance Record (DHS-667) provided by the department or a similar record of the Contractor's design containing like data.

Involvement of the Youth's Family

The Contractor shall, in accordance with the individual treatment plan of each youth, include the family in the development of the case plan for the child within the first 30 days or as otherwise specific in the DHS-3600. Where siblings have been placed within other child placing agencies, the DHS-3600 for each child must specify that family work shall be the responsibility of the child placing agency, and the DHS-3600 for the youth in the Contractor's care shall specify that home visits and post-placement planning shall be coordinated with the child placing agency.

The Contractor shall offer transportation assistance and flexible hours to meet the time schedules of the family to facilitate the family's achievement of the treatment goals. The Contractor must also provide an identifiable, private and comfortable area in which the family can have their visits.

The Contractor shall include a specific plan as to the attainment of family goals and needs and must define the respective roles of the Contractor, department staff, and family to achieve the goals.

Program Performance Objectives

The Contractor shall maintain a performance level at or above the standards enumerated in their contract with the department.

The Contractor shall make available to the department any copies of outside reviews or audits relating to the contracted program. Audits must be conducted in compliance with Federal requirements

and in accordance with the department's Accounting Manual for Foster Care Agencies.

Monitoring

The department's Bureau of Child and Family Services shall be responsible for program review and may review, analyze and comment on all activities covered within the terms of a contract between the department and Contractor.

Corrective Action Requirements

If a program review by the department reveals a lack of compliance, the following procedure shall be implemented:

- The department shall notify the Contractor, in writing, of the problem
- The Contractor shall meet with the department to discuss and examine the noncompliance
- The Contractor shall submit a corrective plan of action to the department within 30 days of the meeting, and
- After the Contractor's plan of action has been reviewed and approved by Child and Family Services, the contractor must achieve compliance within 60 days of receipt of the department's approval of the corrective action plan (unless other time frames are agreed upon in writing by the department).

Audit Requirements

The Contractor shall have an annual audit conducted by an independent certified public accountant and shall submit to the department, no later than the fifteenth day of the fifth month following the end of the Contractor's fiscal year, any audited financial statements disclosing any amount due to the department as the result of an overpayment, excessive initial payment or Contractor financial non-compliance in their contract with the department.

CIC Performance Review

A CIC Contractor's performance shall be evaluated by means of department review of compliance with the General Provisions and Contractor Responsibilities as outlined in the contract between the department and the Contractor.

The Contractor shall provide data for program evaluation using the Bureau of Child and Family Services Residential Services Division's (RSD) Program Objectives and RSD's actual performance as comparison criteria.

- a. At least 75% (minimum acceptable) to 85% (Program Objective) of the youth placed under this agreement shall complete the program as planned. (A Truancy Completion is not to be counted as a Planned Completion).
- b. Youth entering the program with educational skills at or above the fifth grade level shall achieve an average gain in grade level equivalent to 1.0 (minimum acceptable) to 1.5 (Program Objective) grade levels per year.
- c. Youth entering the program with educational skills below the fifth grade level shall achieve an average gain in grade level equivalent to 1.0 (minimum acceptable) to 1.2 (Program Objective) grade levels per year.

Note: The average gain in grade level is accessed through pre- and post-administration of an educational achievement test and an Index of Educational Achievement. The index is determined by the following formula:

Average gain in grade level=

Average length of stay (in days) divided by 365.

- d. No more than 21% of youth receiving services from the Contractor shall be formally re-arrested within three months of release.
- e. No more than 42% of youth receiving services from the Contractor shall be formally re-arrested within 12 months after release.
- f. At least 62% of youth receiving services from the Contractor shall be productive (i.e. in school, skill training, or employed part-time or full-time) three months after release.
- g. Definitions:

Crisis Completion: a release for an escalation into a more highly structured setting such as return to a training school center, to a mental health hospital or to adult prosecution.

Truancy Completion: a release of a youth while on truancy status who has been truant longer than 6 hours.

Planned Completion: a release of a youth which is not a Truancy Completion or a Crisis Completion.